

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 20-103T OPENING DATE: 18-Feb-20 CLOSING DATE: 4-Mar-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Health Technician, D2061000, GS-0640-07, E-4/SPC - E-5/SGT, PARA/LIN: 2001-008

APPOINTMENT FACTORS: OFFICER ☐ **WARRANT OFFICER** ☐ **ENLISTED** ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$44,806.00-\$58,244.00 PA

SUPERVISORY ☐ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Papago Park Military Reservation (PPMR), Phoenix, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting MED DET and be able to qualify for the following MOS: 68W or 68G

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of, and skill in applying, a comprehensive body of rules, procedures, and operations, such as: medical records activities, operations, and regulations; medical terminology, procedures, anatomy, physiology, and disease processes; medical record classification systems coding techniques; and computerized data entry and retrieval systems.
2. Knowledge of a comprehensive body of laws, regulations, and procedures to provide regulatory guidance and recommendations to the Brigade/Group/Troop Command and subordinate personnel in the area of medical readiness and standards of fitness.
3. Knowledge of medical terminology, anatomy, physiology, medical procedures, civilian medical coding, and other medical requirements sufficient to analyze available data, identify trends and shortfalls, and provide recommendations for improvement actions.
4. Knowledge of automated medical occupational data systems utilized to manage, report, and track medical qualifications and certifications.
5. Knowledge of administrative regulations sufficient to assist with organizational mail, file systems, and publications. Ability to use automated or manual systems in the preparation of reports and correspondence required by the organization
6. Knowledge of medical readiness indicators sufficient to assist in conducting subordinate unit inspections and assistance visits.

SPECIALIZED EXPERIENCE: Must possess at least **12** months of experience, education, or training which provided a working knowledge of missions, organizations, programs and requirements of health care delivery systems. Experience involved in performing or assisting with a varied range of health or bioenvironmental activities. Experience interpreting various policies and procedures used in the state medical programs.

BRIEF JOB DESCRIPTION: This position is located at the PPMR, Phoenix, Arizona. The purpose of this position is to accomplish work in the area of personnel medical readiness management and reporting. Serves as the subject matter expert on Individual Medical Readiness (IMR). Generates medical management information reports for the Battalion/Squadron and staff. Develops and provides regular/recurring IMR reports to subordinate units to support the scheduling of annual medical readiness requirements. Ensures subordinate unit personnel maintain medical records in

accordance with Army regulations/instructions and other established guidelines. Assists in the recruiting and retention activities of the organization. Performs other duties as assigned.

SELECTING OFFICIAL: MAJ Kevin O'Nan
